

1. Title Page

**EMERGENCY PREPAREDNESS & -RESPONSE PROCEDURE**



P. O. Box 2018 Durbanville 7551	Article 16(1) Person: Mr. O. Peringuey E-mail adress: <a href="mailto:Owen@moreash.co.za">Owen@moreash.co.za</a> Telephone Number: 021 975 0794
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1.1	Name of Company:	More Asphalt, Durbanville
1.2	Physical Address:	8 Carr Street Worcester
1.3	Name of document:	Emergency Preparedness and -Response procedure
1.4	Purpose of this document	To indicate More Asphalt's emergency management response plan.  To describe the steps that need to be taken in the event of any type of emergency situation.
1.5	Doc. Reference Number:	EMPRS 02
1.6	Effective Date:	01 August 2022
1.7	Revision Date:	01 August 2022
1.8	Next Revision Date	01 February 2023
1.9	Revision Number:	01
1.10	This document is only deemed controlled in Pdf format and kept on the server.	

Reviewed by:		Approved by:	
		_____ Mr. O. Peringuey Managing Director	___ August 2022 Date

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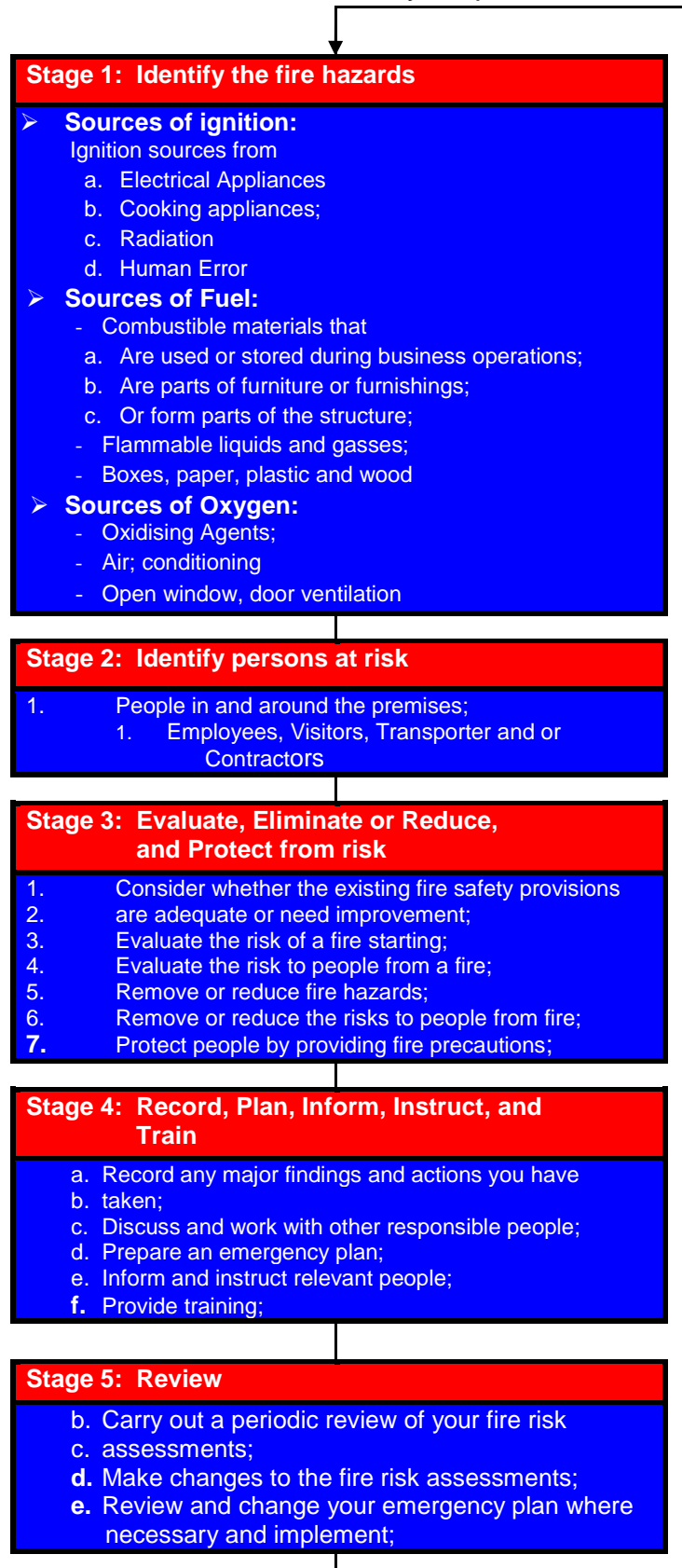
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#### 4. PROCEDURE

4.1 Top management shall ensure that fire risk assessments are being done at More Asphalt taking into account the "5 Steps for fire risk assessment", namely:-

Illustration 1 : Fire Risk Assessment - The 5 Key Steps



4.2 After the fire risk assessment ( 5 steps ) has been done, top management shall follow the following fire preventive control measurements, for:-

**a) Combustible materials:**

The amount of combustible materials shall be kept to a minimum where it is reasonably practicable to do so. Care shall be taken with regards to the storage of combustible materials and consideration shall be given as to whether combustible materials can be removed, significantly reduced or replaced with safer alternatives.

Combustible materials at More Asphalt include the following, namely:

- Chemicals which may be combustible or react with other chemicals to produce heat;
- Large quantities of paper;
- Displays/notice boards and exhibition materials;
- Furniture and fittings;
- Parts of the structure such as combustible wall and ceiling linings.

Combustible Waste:

- Combustible waste generated from the office, laboratory, weighbridge etc shall be removed and disposed of in such a manner as not to create another potential hazard and the risk of fire.
- All boxes of paper and flammable materials shall be correctly stored in cupboards provided.
- Good housekeeping practices shall be maintained at all times to prevent the buildup of any combustible waste at the administration and or weigh bridge offices.

**b) Flammable Liquids and Gases**

- Flammable liquids, include petroleum products, oils, solvents, thinners, flammable adhesives, white spirit, oil based paints, degreasing agents, propane, butane, acetylene, and other flammable gases in cylinders.
- Flammable liquids shall be kept in separate secure storage areas ensuring good ventilation as to prevent ignitable vapour/air mixtures, and no sources of ignition

(spark free electrics if using containers).

- Diesel tanks are banded as to prevent ground pollution. Warning signs shall also be placed up. Fire extinguishers shall also be placed up at the diesel tanks.
- Suitable fire extinguishers and signs example. 'Flammable liquid', 'Flammable Gas', 'no smoking', 'no naked lights' shall be provided at the location and displayed.
- Gas cylinders when not in use, shall be stored in a secure compound away from buildings, workshops, control room and offices. They must be stored and kept in the upright position at all times. Stored cylinders shall be suitably restrained and their valves protected from impact damage. Examine hoses regularly and replace them if they show signs of damage or wear that could give rise to a leak.
- Storage areas for flammable liquids and gasses shall be a minimum of 10m away from offices, buildings or any other flammable material storage area.
- Flammable liquid containers shall be kept closed when not in use and stored correctly. If possible use safety containers which have self-closing lids.
- Liquids are to be dispensed over a tray and some non-flammable absorbent material kept handy to mop up any possible spills.
- Dispose of contaminated materials safely.

### **c) Substances eg. bitumen**

Staff need to be informed of what 'types of flammable substances' are hazardous to health and or present in their work environment. The possible impact that the substances will have on the health and environment should also be known should potential exit for something to go wrong.

More Asphalt management need to :

- ensure that information data sheets ( MSDS) relating to the substances are available;
- ensure workers know enough to prevent the mixing of incompatible chemicals;
- have procedures in place to deal with the cleaning up and disposal of contaminated materials following a leak or spill;
- if specialised first-aid or equipment is required then staff will need to be adequately trained;

#### d) Ignition Sources

- The burning of any type of disposable rubbish/waste material are strictly prohibited.
- Fixed permanent electrical installation within buildings, control rooms, laboratory etc. must be subject to inspection and be tested by competent qualified person.
- All electrical equipment, leads and plugs are to undergo regular visual inspections for signs of damaged wiring or electrical equipment and must undergo PAT (Portable appliance testing) testing on a regular basis.

#### e) Signs

- All fire safety and emergency signs shall be displayed at various prominent locations.
- Information signs will aid in ensuring that staff, visitors etc. is guided towards assembly points and or the location of the emergency equipment and escape routes.
- All signs will be identified as listed below.

##### Location of fire extinguisher:

- \* red border, white background with red fire extinguisher picture

##### Location of fire hose :

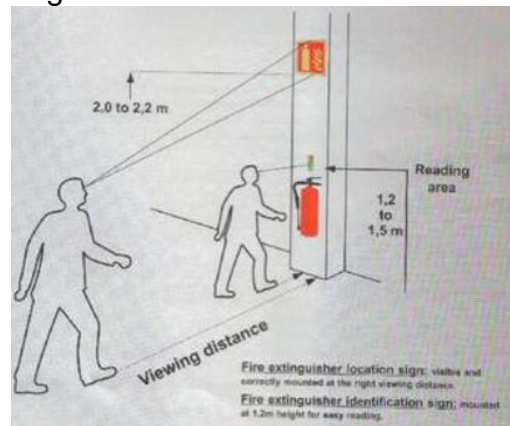
- \* red border, white background with picture of fire hose

##### Directional signs for emergency evacuation point:

- \* Green background with white picture identifying direction route

- Signs to be positioned in such a way that it is visible.

Illustration 2: Viewing distance illustration for fire extinguisher and sign



**f) Arrangements for Smokers**

- Designated and demarcated safe smoking areas will be made available for persons who smoke and this information shall be included in the site rules, which must be covered during induction training and be displayed on notice boards.
- Containment receptacles for cigarette ends and other smoking materials shall be provided e.g. steel pale filled with sand for cigarette ends separate from other litter bins/receptacles.
- Smoking within the any buildings, processing plant or any other location not designated therefore, is strictly prohibited.

**g) Kitchen , Control Rooms ( New & Old Plant ) & Rest Room Facilities**

- Appliances must never be left switched on whilst unattended.
- Staff shall be properly trained in the correct use of appliances and the relevant actions to be taken in the event of a fire.
- Where cooking appliances are used e.g. stove employees must have access to fire blankets and these must be suitably placed to ensure easy access in the event of fire.
- Some fire extinguishers may be used on certain appliances. Fire wardens at More Asphalt will be suitably trained in the use of firefighting equipment.

4.3 Top management shall ensure that emergency preparedness team members are appointed and trained to respond to any type of emergency within More Asphalt.

4.4 Detection and early warning systems and notification processes need to be installed and established within the different areas of operation.

4.5 The Article 16(2) person shall ensure that –

- i) firefighting equipment is in place at various locations,
- ii) liaise with the local fire department,
- iii) evacuation drills are held at least twice a year,
- iv) assembly points, and
- v) communication systems have been established.



- 4.6 Annual training need to be done as to ensure that employees, transporters and service providers are familiar with the emergency preparedness and -response procedures.
- 4.7. Evacuation procedures and evacuation routes need to be displayed at conspicuous places.
- 4.8 Appointed emergency preparedness team members need to response to emergency situations as follow, namely:-
- 4.8.1 Fire Wardens:
- To raise the evacuation alarm by notifying any inducted trained person in close proximity to do so.
  - Use fire extinguishers to extinguish a fire, if still in a beginning phase and can be control by a single person.
  - Only if it is safe to do so, check and ensure all windows and doors are closed to limit fire spread within admin office, other buildings, control rooms, weigh bridge, workshops etc.
  - Liaise with all major parties for example, COCT fire department involved when requested to do so.
  - To ensure that all firefighting equipment is checked and serviced.
  - Firefighting equipment need to be placed at fire exits and at designated 'hot spots'.
  - Escape routes need to be checked and kept clear at all times as to ensure easy exit towards the assembly point and away from the fire.
- 4.8.2 Evacuation Wardens:
- Ensure that all employees leave their work areas orderly and not to run when the fire alarm is activated.
  - Control staff to keep quiet and walk in a single line.
  - Control staff at emergency evacuation points.
  - Report to the Emergency Coordinator regarding injured employees/ or any other persons regarding their conditions and locations in the buildings and or at any other work locations on site.
  - Collect roll-call registers and report any unsafe conditions to the responsible

persons eg. Fire coordinator and or the Article 16(2) person.

- Do a quick sweep of the work areas/offices / control rooms/ workshops etc. as to ensure that everyone has left the building and or work area, safely.
- Once outside at the assembly point, remind all persons not to re-enter the buildings/ work area .
- Carry out a role call check to ensure all persons have been accounted for. Site visitors sign book shall also be used as a roll call list.
- Contact the Emergency Co-ordinator (Article 16(2) person) to advise that all occupants have been evacuated and to give any further relevant information on the status of the fire.

#### 4.8.3 Emergency Co-ordinator (Article 16(2) Person or “night shift” appointed person):

- To co-ordinate the evacuation procedure.
- Issue out instructions to the internal emergency team.
- To give instructions when external service providers are required at the factory.
- To notify the Managing Director and Employer of the status of events. To ensure the Fire/Emergency Plan is kept available and up to date.
- To ensure that the requirements of the plan are implemented.
- To ensure that More Asphalts’ emergency response team members are adequately trained and details recorded.
- To ensure emergency procedures are displayed and fire exit routes clearly marked.
- In the event of a fire or other emergency evacuation, to assume overall control of an evacuation of the establishment, with fire wardens reporting to them at the assembly point.
- To chair the post mortem meeting with interested- and affected parties.
- To act as media spokesperson.

#### 4.8.4 First Aiders:

- Take first aid boxes with during evacuation.

- Treat people at the assembly points or depending on the severity of the injury at a 'safe area" out of the field of 'life threatening' danger.
- Always treat injured person 'as within the capability of the training received.
- Stay with injured person until external professional medic arrives on the scene.

#### 4.8.5 Accountant

- To release funds available for the immediate :
  - payment for medical services in the case of emergency operation,
  - payment for emergency aid equipment,
  - payment for rescue teams,
  - payment for any equipment required in emergency rescue,
  - payment for food & beverages, and also to
  - purchase any items as requested by top management.

#### 4.8.6 Employees, Transporters and Visitors:

- All employees, transporters and visitors must know where the emergency exits are by following the exit signs and or the evacuation wardens, employees of More Aspalt and or H.O.D.'s.
- Employees must ensure that they inform their visitors and or transporters of the evacuation procedure.
- All employees, service providers and transports must attend induction training where they will be informed of the company's emergency preparedness and response procedures.

#### 4.9 Steps to be taken for in the event of any of the following scenarios, namely:-

##### **Chemical spills:**

##### **Chemical spill to a large part of the body:**

- a. Immediately wash the contaminated area with sufficient running water.
- b. Remove all contaminated clothing.
- c. Continue to rinse with cold water for 15 minutes. Do not apply cream or lotions.
- d. Get professional medical attention promptly.

"In the event of a power failure, and there is no water supply, immediately move the employee to the designated areas as indicated by the head of departments. Injured persons will be taken to a designated safe area where the required first aid will be

applied.”

**Chemicals on the skin in a confined area:**

- a. Flush the exposed skin with cold water.
- b. If skin is not burned, wash area with soap and water.
- c. Get professional medical attention if necessary.

**Chemicals in eyes:**

- a. Flush the eyeball and inner eyelid with cold water for 15 minutes. Forcibly hold the eye open to wash thoroughly behind the eyelids
- b. Get professional medical attention promptly.
- c. For caustic splash, continue to rinse during transportation.

**Smoke or fume inhalation**

- a. Remove the contaminated persons to fresh air.
- b. Treat for shock.
- c. Get professional medical attention promptly.

**Chemical ingestion:**

- a. Administer antidote, if known and available.
- b. Treat for shock
- c. Get professional medical attention promptly.

**Clothing or Laboratory Coat on Fire (Stop, Drop and Roll):**

- Extinguish burning clothing by using the drop and roll technique, dousing with cold water using an emergency shower or smothering with a fire blanket. Note: If using a fire blanket, do not allow the person to remain standing.
- If possible, remove contaminated clothing and cover injured person to prevent shock.
- Seek immediate medical attention.

4.10 Fire risk assessment to be done by members of the COCT fire department, Article 16(2) person, SHE coordinator, trained fire wardens, evacuation wardens, head of

departments and health and safety representatives

- 4.11 Top management shall hold a post mortem meeting after any emergency situation, as to discuss the outcome of an emergency situation, causes of the emergency and the effectiveness of current controls and to indicate any additional mitigation measurements which need to be taken.
- 4.12 Reportable incidents shall be report to:
- Employer,
  - Board of Directors,
  - Department of Labour,
  - Lafarge,
  - City of Cape Town,
  - Police, and
  - DEAT.

## 5. ABBREVIATIONS

COCT - City of Cape Town

HOD - Head of Department

MSDS - Material Safety Data Sheets

SHE - Safety Health Environment

SHEM - Safety Health Environmental Management

## 6. REFERENCES

Integrated SHE Systems manual (notebook)

Occupational Health and Safety Act No 85 of 1993, Section 19, 20

General Administrative Regulations, Section 5 and 9

## 7. RECORD OF REVISION












DATE	REVISION	RECORD OF CHANGE
30.07.2011	00	Adapted to NOSA Integrated system incorporating Safety/Health and Environment
11.08.2017	01	Emergency preparedness and response procedure to upgrade.



**APPENDIX 2: EMERGENCY CONTACT NUMBER LIST**












**EMERGENCY CONTACT NUMBERS**

Description	Name & Surname	Contact Number(s)
<b>More Asphalt Team:</b>		
<b>DRU</b>	Mr. Owen Peringuey	021 – 975 0784 / 083 257 0267
Article 16() Person (Safety)	Mr. Owen Peringuey	021 – 975 0784 / 083 257 0267
Maintenance	Mr. -DFR ØWKD	021 – 975 0784
Financial	Ms. Lenie Geldenhuys	021 – 975 0784
Description	Facility	Contact Number(s)
<b>External Emergency Service Providers:</b>		
 ER 24	Call Centre	<b>084 124</b>
 Netcare <small>You're in safe hands</small>	Durbanville	<b>082 911</b>
 Medical Doctor	:RUFHVWHURVSLWDO	<b>02</b>
 Fire Brigade	ØHHGHYDOOH)LUH HSDUWPHQW	
 Ambulance	:RUFHVWHUØEXODQFH	
 Police	:RUFHVWHU3ROLFH6WDWLRQ Policy Flying Squad	<b>10111</b>
 Hospital	:RUFHVWHU Mediclinic	
 Roads & Traffic	7UDIILFHSDUWPHQW:RUFHVWHU	
 Department of Labour	Bellville	<b>021 974 7000 (T) 021 974 7092 (F)</b>
Description	Facility	Contact Number(s)
 COCT General Emergency	Call Centre	<b>107 086 0010 111</b>
 Poison Centre	Call Centre	<b>1-800-222-1222</b>

### APPENDIX 3: EVACUATION STEPS – VISUAL ILLUSTRATION POSTER



#### EVACUATION STEPS

	<b>THE ALARM SHALL BE RISED/ SOUNDED IN THE CASE OF AN FIRE  OR ANY OTHER EMERGENCY. </b>
	<b>STOP WORKING.</b>
	<b>LOOK OUT FOR YOUR SUPERVISOR/ EVACUATION WARDEN</b>
	<b>WALK - DO NOT RUN! TO ASSEMBLY POINT </b>
	<b>FOLLOW THE EXIT SIGNS OUT OF THE BUILDING.</b>
	<b>WALK IN A STRAIGHT LINE.</b>
	<b>STOP AT THE ASSEMBLY POINT.</b>
	<b>STAY IN YOUR TEAM.</b>
	<b>SUPERVISOR/ EVACUATION WARDEN SHALL FILL IN A ROLL CALL LIST.</b>



## APPENDIX 4: FIRE FIGHTING EQUIPMENT REGISTER

### Fire Fighting Equipment Register

Description of location eg. office, workshop		Contract No.:	
Fire Equipment Identity Number	Type of Equipment	Location:	Next Inspection Date

**APPENDIX 5: QUARTERLY FIRE INSPECTION CHECKSHEET**

Weekly Workplace/Fire Inspection Checklist			
Site/Area:			
Date/time of Inspection:		Conducted by:	
Item No.	Hazard identification	✓ Satisfactory ✗ Action Required	Comments/Actions
1	Is all fire equipment on the register present and accounted for?		
2	Fire Extinguishers not mounted on walls or fixed in trays?		
3	Extinguisher seals broken or missing?		
4	Extinguishers not serviced in last 12 months?		
5	Obstructed passageways, escape routes or doors?		
6	Fire doors not closing to give protection from smoke?		
7	Fire doors wedged open?		
8	Uncontrolled flammable or explosive material?		
9	Flammable or combustible materials on escape routes?		
10	Flammable or combustible materials stored beside a source of ignition i.e. hot surface or electrical element?		
11	Any electrical equipment over one year old that does not carry an electrical testing (PAT) label?		
12	Any electrical item brought from home not carrying an electrical testing (PAT) label?		
13	Any unoccupied area without a smoke detector where fire may go undetected?		
14	Doors on escape routes that do not open in the direction of the escape route?		
15	Doors on the escape route that do not open easily and immediately from the inside without the use of a key?		

16	Are there staff in your department who have not been informed about how to respond in the event of a fire or a fire alarm including how to raise the alarm, location and use of escape routes, location of nominated assembly point, how to summon the fire brigade?		
17	Are there people with disabilities who could be at additional risk in the event of a fire for whom current arrangements are not adequate?		
18	Is the alarm difficult to hear in any area?		
19	Is the route to the emergency exit clear of machinery and other items?		
20	Assembly Points Identified and Clear?		
21	Evacuation drill carried out?		

**Other comments:**

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**APPENDIX 5: EMERGENCY INSPECTION/ OBSERVATION CHECK SHEET**

<b>Emergency Inspection / Observation Check Sheet</b>				
<b>No.</b>	<b>Areas Checked</b>	<b>Are All Persons Accounted for</b>	<b>Was Fire/Smoked Observed</b>	<b>Have Any Casualties Been Reported</b>
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
		YES / NO	YES / NO	YES / NO
<b>Observations / Comments</b>				

**APPENDIX 7: EVACUATION PRACTICE – EXTERNAL FIRE SERVICE LIAISON RECORD**

**Evacuation Practice and Fire Service Liaison Record**

Fire Evacuation Practice/ -Drill		
Date	Evacuation Time	Signature
Fire Service Liaison eg. COCT fire brigade		
Date	Signature	Comments

## APPENDIX 8 : FIRST AID SIGN SYMBOL

### Example of a First Aid Box Sign

**First Aid**


**Your first aiders are:-**

Name	Mobile Tel No.

**The nearest first aid box is located at:-**


**APPENDIX 9: EVACUATION- AND OPERATIONAL PROCEDURES**

8.1.4.1 Emergency procedure will indicate what action need to be taken in the event of the following emergency scenarios:

Tables	Description	Operational Procedures
8.1.4.1a	Fires & Explosions 	<p><b>ESCAPE/ EVACUATION STEPS:</b></p> <ol style="list-style-type: none"> <li>a. Raise alarm.</li> <li>b. If it is a small fire, try to put it out.</li> <li>c. If it is an explosion, immediately clear the area. (Activate the evacuation procedure for your area.)</li> <li>d. If it is an electrical fire, turn the power off and use the nearest fire extinguisher.</li> <li>e. If it is not an electrical fire, use water and/or a fire extinguisher.</li> <li>f. Notify the Production Foreman, or Competent Person, who will contact the Fire Fighting Service or if possible notify the appointed Fire Warden.</li> <li>g. Notify General Manager, Competent Person &amp; SHE representative. Apart from initial discovery and attempt to extinguish the fire, do no linger in the area. Firefighting is the duty of trained members only.</li> </ol> <p><b>SHOULD IT BE NECESSARY TO LEAVE THE BUILDING (ADMIN, LABORATORY, CONTROL ROOMS, WORKSHOP ETC. )</b></p> <p><b>You must if possible:</b>                      Lock away important documents and secure safes and filing cabinets.</p> <ol style="list-style-type: none"> <li>a. Switch off and unplug electrical equipment if not already done under (b) – stop machine and processes, if required.</li> <li>b. Collect handbags and briefcases.</li> <li>c. Close all windows and office doors.</li> <li>d. Leave the building quickly via the nearest exit.</li> <li>e. Assemble at the pre-arranged spot where roll call will be carried out. The assembly points are clearly marked in all plants, offices and workshops</li> </ol> <p><b>You must not:</b></p> <ol style="list-style-type: none"> <li>a. Lock your office door</li> <li>b. Lose time trying to find out the reason for the alarm.</li> <li>c. Panic</li> </ol> <p><b>ACTION BY H.O.D. / COMPETENT PERSON</b></p> <ol style="list-style-type: none"> <li>a. Notify the / General Manager</li> <li>b. Assist the Fire Officer in carrying out his duties</li> <li>c. Withdraw all persons in the vicinity of the fire/explosion and post guards</li> <li>d. Arrange for any assistance</li> <li>e. Record names and company numbers of persons who discovered the fire/explosion and hold them to be questioned.</li> </ol>

		<p><b>ACTION TO BE TAKEN IN CASE OF EMERGENCY / FIRE / EXPLOSION DURING OFF-SHIFT PERIOD.</b></p> <p><b><u>OVER WEEKENDS/ AFTER HOURS</u></b></p> <p><b>Contact the HOD/ Supervisor/ Fire Warden/ SHE representative on duty that will:</b></p> <ul style="list-style-type: none"><li>a. Go to the scene and assess the situation</li><li>b. If mine property is threatened or lives are in danger, call out the fire fighting teams as per the weekly standby list to assist in putting out the fire</li><li>c. If the fire is too extensive, call out local municipal fire brigade</li></ul> <p><b><u>Working hours</u></b></p> <p><b>Contact Project Manager/ Article 16(2) who will contact the Competent Person, SHE officer and responsible persons who will:</b></p> <ul style="list-style-type: none"><li>a. Go to the scene and assess the situation</li><li>b. If lives are endangered, call out the fire fighting teams and or the fire brigade or in the case of use damage to plant equipment.</li></ul> <p><b>ACTION BY HEAD OF DEPARTMENT &amp; COMPETENT PERSON:</b></p> <ul style="list-style-type: none"><li>a. Take charge of firefighting operations</li><li>b. Ensure that no persons are endangered.</li><li>c. Direct the application of firefighting equipment</li><li>d. Ensure that the Manager or his assigned person has been notified</li></ul> <p><b>HEAD OF DEPARTMENT (<i>DUTIES</i>)</b></p> <ul style="list-style-type: none"><li>a. Activate emergency response team of your department.</li><li>b. Ensure that emergency preparedness team is properly dressed and identified.</li><li>c. Initiate the evacuation alarm if necessary.</li><li>d. Contact Production Manager/ General Manager to receive details of the fire.</li><li>e. Report to the emergency assembly point.</li><li>f. Proceed to the scene of the fire, assess the situation and give instructions.</li><li>g. Ensure that the electric power to the area is isolated.</li><li>h. Appoint a person to control curios staff members from other departments.</li><li>i. Keep notes of the event.</li></ul>
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		<p><b>FIRE WARDEN { (DUTIES)</b></p> <ul style="list-style-type: none"> <li>a. Report to the place where the firefighting equipment is stored.</li> <li>b. Firemen (municipality) will be taken to scene.</li> <li>c. Adhere to instructions given by the leading Fire Brigade Officer.</li> <li>d. Proceed to extinguish the fire.</li> <li>e. Ensure the safety of each staff member.</li> </ul>
8.1.4.1b	Chemical /diesel spills	<p><b>EVACUATION</b></p> <ul style="list-style-type: none"> <li>a. Assembly points need to be identified and clearly demarcated, taking into consideration adjacent areas that are likely to be affected by the spill.</li> <li>b. Specify on an evacuation plan; the desired evacuation routes to the assembly points. (More than one route must be available)</li> <li>c. The evacuation plans must be posted at conspicuous points and the persons working in the area must be familiar with these routes.</li> <li>d. Evacuation drills must be held at 6 monthly intervals. (records to be kept of these drills)</li> </ul>
		<p><b>DEALING WITH THE EMERGENCY</b></p> <ul style="list-style-type: none"> <li>a. Identify the location and adjacent areas likely to be affected by the spill. Sound the alarm and start the evacuation, to the designated assembly point.</li> <li>b. In the case of persons having to pass through a contaminated area, they are to place a wet cloth over their mouth and nose to prevent inhaling the fumes while proceeding to the assembly point.</li> <li>c. Notify the medical person on call, as well as the fire department, giving a status report.</li> <li>d. Ensure security directs HAZMED vehicles to scene of spill.</li> <li>e. If local treated, make use of chemical spill containment kit(s).</li> <li>f. Notify the relevant managers, HOD's and Health &amp; Safety representative.</li> <li>g. In the case of diesel, petrol and oil spills contact the service provider.</li> </ul>
8.1.4.1c	<p>Bomb threat</p> 	<p><b>WHEN THE ALARM IS HEARD</b></p> <ul style="list-style-type: none"> <li>a. Contact the Competent person, who will in turn, notify persons involved as per list, as to what is expected of them, standby / assistance, etc.</li> <li>b. Immediately stop whatever you are doing.</li> <li>c. <b>Open all windows and doors. <u>N.B. In the case of fire, close all doors and windows.</u></b></li> </ul>

		<p>d. Switch off all electrical apparatus.</p> <p>e. Leave the lights in your office on.</p> <p>f. Take your personal belongings.</p> <p>g. Go as quickly as you can to the assembly point and wait there till further notice. <i><u>See routes as per attached plan. STAY CALM.</u></i></p> <p><b><u>New &amp; Old Plant/ Offices or Plant office buildings</u></b> After completion of the search, declare either negative or positive, all employees will await the arrival of the S.A.P.S. explosive experts, who will also conduct an investigation. Only after the clearance has been given by the S.A.P.S, will the employees be allowed to go back to the offices or Plant.</p>
8.1.4.1d	Fatality	<p><b>Action at scene of fatality or casualty:</b></p> <ol style="list-style-type: none"> <li>1) Notify top management immediately.</li> <li>2) Evacuate staff in work area of fatality.</li> <li>3) Cordon scene of accident.</li> <li>4) Post out security guard or HOD person to prevent unauthorized entrance.</li> <li>5) Ensure parking area for police, Netcare, DOL inspectorate and ambulance services.</li> <li>6) Take witness statement reports.</li> <li>7) Take name of person declaring worker officially deceased.</li> <li>8) Establish members for the accident investigation team as to conduct an investigation ( sketch, photos, accident forms )</li> <li>9) Get details of morgue where fatal worker is taken too.</li> </ol>
8.1.4.1e	Lighting	<ol style="list-style-type: none"> <li>1) Sirens will be sounded on the premises to notify staff to evacuate open areas and to find shelter. Staff to find shelter indoors, under roof areas.</li> <li>2) HOD's and Supervisors will indicate safe sheltered areas.</li> <li>3) Mobile machine operators not to stay in mobiles but to react to the siren.</li> <li>4) Transporters to stay at the closest under roof shelter area. (Not to stay in Mobile Machines.)</li> <li>5) Roll call list will be completed as to ensure that all staff is accounted for.</li> <li>6) Roll call list will be compared with attendance register.</li> <li>7) Transporters or suppliers entering with heavy duty vehicles will not be allowed to enter the property in heavy weather conditions.</li> <li>8) Light Delivery Vehicles will be directed by the security to park underneath roof covered parking areas at the office, if available with instructions as not to leave the vehicle. Security to notify General Manager's secretary of such decisions.</li> <li>9) Siren will go off to notify staff when it is safe to return to place of work.</li> </ol>